



MeetingREADY
SOLUTIONS

People management made easy!

A powerful, yet easy-to-use MS Access based software that provides the tools to maximize communication with your prospects, clients & membership:

- ✓ Get organized
- ✓ Target your market
- ✓ Track every contact
- ✓ Build relationships
- ✓ Manage Membership

Perfect For:

Tracking and communicating with prospects, clients, members and suppliers

Will Benefit:

Organizations in their marketing strategy and their general day-to-day business operations

PLUS

- ✓ Associations
- ✓ Secretariats
- ✓ Societies, Clubs
- ✓ Trainers
- ✓ Meeting Managers



SUMMIT CENTRAL

SAVE TIME AND MONEY BY CREATING THE SYSTEM YOU NEED – ONLY PAY FOR WHAT YOU REQUIRE

SUMMIT CENTRAL CORE SOFTWARE

Build an accurate database you know you can rely on ~

- Consolidate diverse databases - de-duping as you go
- Standardize the format of names and addresses quickly and easily

Maximize your marketing campaigns ~

- Group and profile people, nominate areas of interest and industry types
- Select a combination of groups and/or profiles for targeted mailouts

Know more about the people in your database ~

- Personal information - date of birth, photo, associated people's details.
- Event attendance history with participation categories (delegate, presenter, exhibitor, sponsor and/or advertiser). Information can be entered directly or imported from your Summit Event Manager

Organize contacts and tasks to ensure goals are achieved ~

- Record every contact, meeting or phone call with automated next contact dates
- Use the Organizer to plan your day and remind you of tasks to be done

Improve Communication Channels ~

- Generate and send - individually or broadcast - letters, e-mails and SMS text messages
- Barcode addresses for cheaper and more accurate addressing

AND ADD THE FOLLOWING COMPONENTS...

MEMBERSHIP MANAGEMENT

Define the attributes of your group or association ~

- Define the structure e.g. committee positions plus chapters, branches and regions
- Determine each membership type and its attributes: Corporate or Individual, voting rights, fees, expiry date anniversaries, etc...
- Generate subscription renewals and reminders on a regular basis
- Process expressions of interest, joins and renewals
- Track professional information - alumni, qualifications, expertise and affiliations
- Monitor your financial position - banking, income reconciliations, outstanding payments, etc...
- Manage meetings; AGMs, with attendance tracking and Minutes development

PRODUCTS & SERVICES

Track items and/or services that you provide ~

- Sell and/or rent items to individuals
- Generate invoices, receipts, Tax Invoices and deposit slips

SUMMIT CENTRAL

SHORT COURSES

Create and manage short courses ~

- Register attendance, send confirmations, and allocate credits
- Monitor the course's financial position - income and expenditure
- Set prerequisites and produce certificates

DONATIONS MANAGER

Tracks donations by campaign to determine which campaigns are most successful ~

- Run multiple projects concurrently and report on different campaign elements

INTERNET ASSISTANT

Process the following information received via on-line forms ~

- Demographic updates
- Membership, joins and renewals
- Sales and rentals of products and services
- Registration to courses

Select the components you require for your business to create the ultimate people management tool

SUMMIT CENTRAL CAN BE USED IN CONJUNCTION WITH...

Summit Event Manager - send people to an event and then update the master database with event histories

Microsoft Word - for mail merges

Microsoft Excel - to import and export data

Microsoft Outlook - for individual and broadcast e-mails

SUMMIT CENTRAL VIEWER

The program enables you to share your data with others in a 'look but don't touch' format

OUR GUARANTEE

We are so confident that the Summit Suite of Software will give you greater control over your data management, we give this guarantee...If you are not 100% satisfied with any of our products, and we will provide a full refund within 30 days of purchase...no questions asked.

For further information, contact: info@meetingready.com



Download a free evaluation copy from http://www.meetingready.com/demo_downloads.html